DEPARTMENT OF DEFENSE
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November 5, 2001

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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           DIRECTORS OF THE DEFENSE AGENCIES
           DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: DoD Electronic Document Access (EDA) Business Rules

       This memorandum provides guidance, and establishes roles and responsibilities for participation in the Department of Defense (DoD) Electronic Document Access (EDA) program. This program is the cornerstone application which enables the mandated conversion to paperless contracting and disbursement for all the Department. It also provides instruction on how to become a DoD EDA partner. Industry participation in EDA is strongly encouraged, but is voluntary.

       Input for the DoD EDA Business Rules was received from the DoD EDA Workgroup (made up of representatives from the Components and Agencies) and staffed through the DoD EDA Executive Steering Committee.

       The EDA Business Rules go into effect immediately. Requests for changes to these Business Rules will be addressed through the same DoD EDA Workgroup. My point of contact for this is Mr. Ray Lewis, (703) 767-6913, lewis2r@ncr.disa.mil.

John P Stenbit

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Attachment
DoD Electronic Document Access

DEPARTMENT OF DEFENSE
ELECTRONIC DOCUMENT ACCESS (DoD EDA)

Business Rules

Version 2.3

June 15, 2001

Department of Defense
Defense Electronic Business Program Office

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FOREWORD

This manual provides guidance, and establishes roles and responsibilities for participation in the Department of Defense (DoD) Electronic Document Access (EDA) program. It also provides instruction on how to become a DoD EDA partner. Industry participation in EDA is strongly encouraged, but is voluntary. DoD participation is mandatory for the Military Services and for specified DoD Agencies.

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff the Inspector General of the Department of Defense (IG, DoD), the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). This Manual is effective immediately and is mandatory for use by all DoD EDA participants.

Submit recommended changes to the Manual to the DoD EDA Requirements Control Board (RCB) or mail to:

> ATTN: DoD EDA Program Manager
> Defense Electronic Business Program Office
> 8725 John J. Kingman Road Stop 6205
> Ft. Belvoir, VA 22060-6205

The DoD Components may obtain copies of this Manual via the WEB at the Defense Electronic Business Program Office homepage (www.acq.osd.mil/jecpo). Approved for public release, distribution unlimited.

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1 Business Rules Overview

The DoD Electronic Document Access (DoD EDA) system is a mission critical, business system that supports the Military Services and several DoD Agencies. The scope of the system and the composition of its user community dictate a need for all participants to understand the rules within which the system operates.

1.1 References

Automated Information Systems (AIS) operating in support of the Department of Defense (DoD) are required to adhere to several DoD and Federal guidelines. The references indicated below provide direction and guidance for the DoD EDA system:

(a) DoD Directive 5200.28, "Security Requirements for Automated Information Systems (AIS)", March 21, 1988
(b) Public Law 104-106, Division E, Clinger-Cohen Act of 1996, February 10, 1996 (40 U.S.C. Chapter 25)
(c) Federal Information Processing Standards (FIPS) Publication 161-2, "Announcing the Standard for Electronic Data Interchange (EDI)," April 29, 1996
(d) Management Reform Memorandum #2, "Moving to a Paper-free Contracting Process by January 1, 2000", May 21, 1997
(e) Addendum to Management Reform Memorandum #2, "Moving to a Paper-free Contracting Process by January 1, 2000", July 29, 1997
(f) DoD Directive 8190.1, "DoD Logistics Use of Electronic Data Interchange (EDI) Standards" May 5, 2000
(g) DoD Directive 8190.2, "The Department of Defense (DoD) Electronic Business/Electronic Commerce (EB/EC) Program", June 23, 2000
(h) DoD Directive 5015.2-STD "DoD Records Management Program", March 06, 2000

1.2 Introduction

The DoD EDA system provides multiple DoD communities, including industry on-line, World Wide Web access to documents used to support the procurement, contract administration, bill paying, and accounting processes. DoD EDA is a web-based application accessible through existing communication networks and personal computers currently in use today. The current business environment is migrating from reliance upon hardcopy for the distribution, storage, and retrieval of contractual and payment information to a single, read-only "electronic file cabinet" that can be accessed by any authorized user. While EDA is not the official contract file or "Copy of Record", the conformed copies are used as the distribution method for procurement instruments and by the Defense Finance and Accounting Service (DFAS) entitlement, payment,

and accounting systems for the purpose of making payments. Internal controls assure that only approved legal documents are posted to DoD EDA.

1.3   Background

The Defense Electronic Business Program Office is implementing and expanding the use of Internet and World Wide Web technology to provide shared access to acquisition, finance, logistics, and other documents used by multiple DoD agencies. These modernization efforts are being accomplished in partnership with the Defense Finance and Accounting Service (DFAS), Defense Information Systems Agency (DISA), the Document Automation and Production Services (DAPS), the Defense Contract Management Agency (DCMA), the Defense Contract Audit Agency (DCAA), and the military services. Now fully operational, EDA offers on line storage and retrieval of post-award contractual documents, both Personal Property and Freight Government Bills of Lading (GBLs), Material Acceptance and Accounts Payable Report (MAAPRs), vouchers, contract deficiency reports, and signature cards. Some of the benefits include reducing the volume of unmatched disbursements, rapid availability of documents and increased efficiency, and reduction in storage and handling of paper.

One of the driving forces in developing DoD EDA was the need to modernize the way that acquisition, financial and other documents are handled. Prior to implementing DoD EDA, documents used by the acquisition, finance and logistics communities were paper-based and required vast amounts of physical storage. The DoD initiated business process improvements, such as the Paperless Contracting Initiatives, in an effort to modernize the business processes and dramatically reduce the volume of hardcopy contracts, contract modifications and other documents that were stored. DoD EDA was created as a result of the business rule change to allow electronic storage and tracking of documents.

The initiatives permitted modifying many of the business practices that were in place. The initial efforts of DoD EDA were in support of the finance and acquisition communities, but that support was extended when DoD EDA proved successful. The following highlights some of the original concepts outlined in the initiatives:

- Eliminate paper-based documentation of contracts and contract modifications.
- Eliminate multiple copies of acquisition documents to avoid discrepancies.
- Provide a single source for data capture and storage.
- Develop and use an electronic means for storing and retrieving documents.
- Develop business processes and practices to take advantage of current Web and Internet technology.
- Develop automated support systems to reduce the volume of unmatched disbursements.
- Maximize efficiency of the users and permit electronic access to awarded contracts and other documents within 4 days of document release.

Business rules are general guidelines for how a business operates including interaction with other businesses, activities, agencies, etc. As an example, 'All financial transactions between Agencies of the Department of Defense (DoD) and their contractors must be documented' is a business rule. However, information regarding technical aspects of a system to support documenting the transactions is not usually considered a business rule but an implementation detail. Business rules are stable but not static and must be modified when the operating parameters of the business change.

Documenting the DoD EDA business rules is necessary to define how the system is intended to operate. The rules described in this document are based on information identified by DoD Leadership, users and technical representatives of the DoD EDA system. Other rules defined in this document are derived from current guidelines and directives such as the Federal Acquisition Regulation (FAR), and the Defense Federal Acquisition Regulation Supplement (DFARS), directives on security and information system guidelines.

1.4   System Overview

DoD EDA is supported by two of the Defense Enterprise Computing Centers (DECC) and utilizes the DoD Unclassified but Sensitive Internet Protocol Router Network (DoD NIPRNet) as its communication infrastructure. The architectural design of DoD EDA uses SUN Corporation servers to host the DoD EDA homepage, Hewlett Packard Corporation servers for the index database and document servers within the DECC. The DoD EDA system relies on the computing infrastructures within the DECC to support routing from the NIPRNet and for firewall protection. Figure 1.4-1 depicts a high level view of the DoD EDA system.
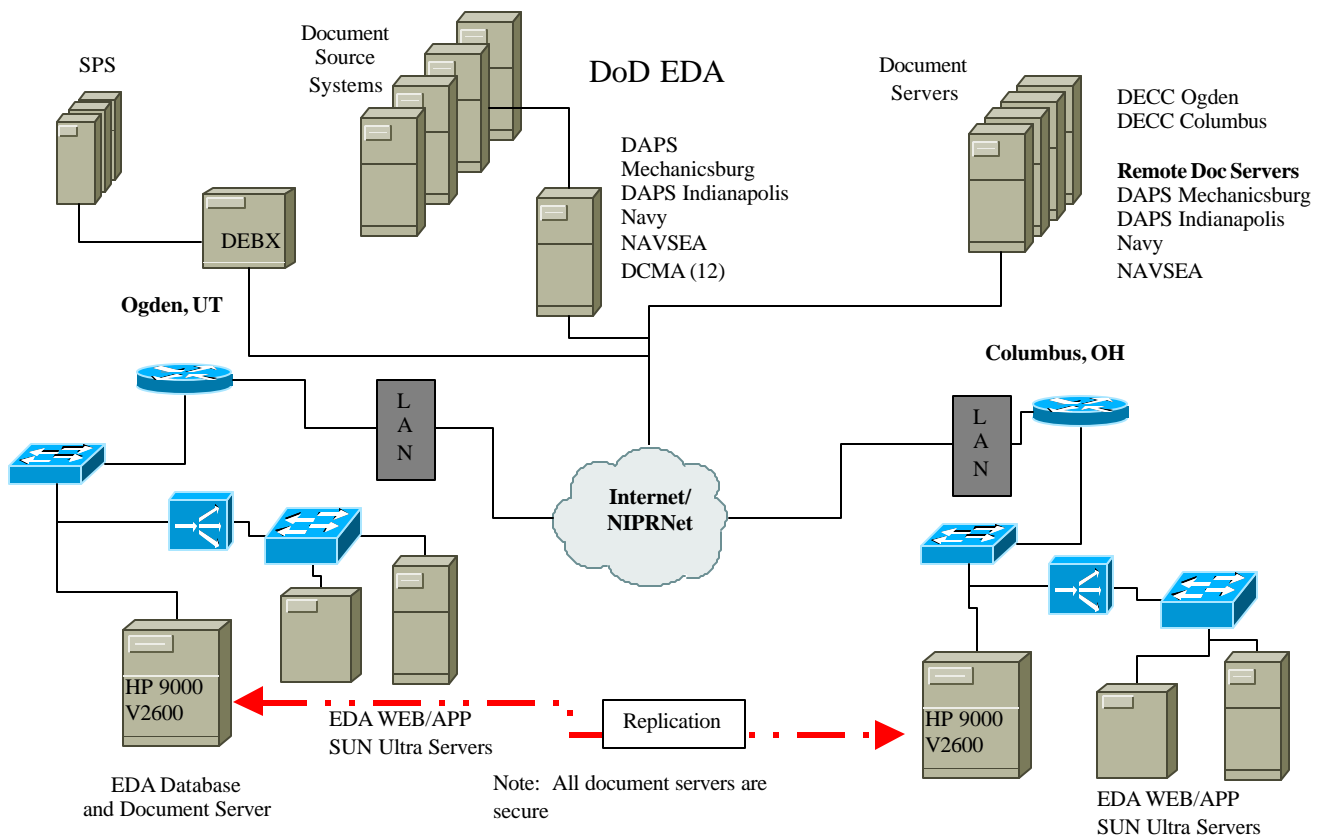
2   Roles and Responsibilities

The DoD EDA system supports all the Military Services, several Defense Agencies and a number of the functional communities of the DoD. This broad user community requires the cooperation and participation of members at all levels within the community to ensure DoD EDA capabilities satisfy the users. The following sections define the Roles and Responsibilities of key parties for the DoD EDA process.

2.1   Executive Steering Committee

The DoD EDA Defense Electronic Business Program Office Program Manager (PM) reports to an Executive Steering Committee that is comprised of SES/flag level from the acquisition, administration, and financial communities as well as the Defense Information Systems Agency (DISA), the Document Automation and Production Service (DAPS) and the Military Services. The executive steering committee is chaired by the Director of Defense Electronic Business Program Office and meets as required to address major issues and overall program direction that affect the DoD Electronic Document Access System. The committee provides overall program guidance to the DoD EDA program and approves application changes affecting integration efforts across the DoD EDA Components.

2.2   DoD EDA Program Manager (PM)

The DoD EDA Program is assigned to the Defense Electronic Business Program Office. The DoD EDA PM is the DoD focal point for Electronic Document Access (EDA) within the Department. The DoD EDA PM facilitates and supports the DoD Components and Agency efforts and ensures DoD EDA fits within the Department's EB/EC strategic goals and objectives.
In this capacity, the DoD EDA PM shall:

2.2.1   Manage the Electronic Document Access (EDA) program under the direction and guidance of the DoD Chief Information Officer (CIO). The DoD EDA PM will prepare periodic DoD EDA progress data for inclusion in the overall EB/EC progress reports to the DoD CIO.

2.2.2   Serve as the Executive Agent to promote and coordinate implementation planning, execution and integration of common DoD EDA services throughout the user community.

2.2.3   Collaborate with the DoD Components to develop and maintain an overarching DoD EDA implementation plan.

2.2.4   Apply, develop, implement, and maintain common DoD EDA capabilities to meet requirements identified by functional users.

2.2.5   Develop an overarching DoD EDA Architecture including operational, system and technical views in accordance with the Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) Framework. Ensure the DoD EDA architecture adheres to the overarching EB/EC architecture and is integrated with the overall DoD integrated information infrastructure. The architecture must reflect improved, reengineered and integrated business processes across the DoD Components.

2.2.5.1 Assist the DoD Components in development of consistent and integrated DoD EDA architectures (with operational, system and technical views) for their functional areas of responsibility to ensure business processes and transaction exchanges are consistently understood, accepted and implemented.

2.2.5.2 Provide input to the DoD Joint Technical Architecture for emerging Federal and commercial standards relating to DoD EDA.

2.2.6   Identify and disseminate DoD EDA requirements to industry and standards developers.

2.2.7   Serve as the principal point of contact with the private sector, contractors and Defense Agencies, and the DoD Inspector General for DoD EDA matters.

2.2.8   Support, facilitate, and accelerate the application of EB/EC common data and consistent information into interoperable systems that support DoD Component electronic document processing requirements.

2.2.9   Oversee the development and maintenance of a cost effective, efficient, and integrated system that ensures security and interoperability of DoD EDA.

2.2.10 Coordinate DoD EDA initiatives to promote efficiency and interoperability in all functional areas of the Department of Defense.

2.2.11 Establish and facilitate a working group comprised of DoD Component and DoD Agency representatives to identify and prioritize DoD EDA requirements to ensure DoD EDA satisfies functional area needs.

2.2.12 Chairs the DoD EDA Working Group/Requirements Control Board and the DoD EDA Configuration Control Board.

2.3   DoD EDA Working Group/Requirements Control Board

The DoD EDA Working Group is comprised of representatives from the Military Services and Defense Agencies. The DoD EDA Working Group is responsible for identifying problems, expanding use of DoD EDA, managing system growth, assisting in development and prioritizing of system requirements, and establishing standards for the operation of DoD EDA. The DoD EDA

Working Group has a dual focus to provide requirements and configuration management for the DoD EDA program. Members of the working group may be appointed as their agency/ service representatives on both the EDA Requirements Control and EDA Configuration Control Boards.

The DoD EDA Working Group/Requirements Control Board (RCB) evaluates, validates, prioritizes and approves requirements received for action from the EDA users through the DoD EDA Software Change Request (SCR) process as defined in the DoD EDA Configuration Management Plan (CM). The RCB coordinates with the DCMA Records Manager in an effort to ensure documents under the control of EDA are maintained properly. In addition, the RCB also ensures changes to the DoD EDA baseline are prepared, justified and submitted to the EDA Executive Steering Committee when the proposed changes may have a broader impact across the DoD EB/EC community. Although EDA is updated and maintained via official sources, it is not the official "Copy of Record" and is used for the purpose of making payment.

The DoD EDA Working Group /RCB is comprised of functional user representatives from the Military Services and Defense Agencies. The EDA Program Manager chairs the RCB. Other members of the DoD EDA Working Group serve as technical or operational support representatives. The representatives are listed below:

- Defense Electronic Business
  Program Office EDA PM - Chair   *
- Defense Finance and Accounting Service (DFAS)   *
- Defense Contract Audit Agency (DCAA)   *
- Defense Contract Management Agency (DCMA)   *
- Defense Contract Management Agency (DCMA) Records Manager   *
- Naval Supply Systems Command (NAVSUP)   *
- NAVY EA 21   *
- Air Force   *
- ARMY   *
- ARMY Materiel Command (AMC)   *
- Defense Logistic Agency (DLA)   *
- Defense Information Systems Agency, Defense Information Contracting
  Organization (DISA DITCO)   *
- Office of the Secretary of Defense Procurement Policy (OSDDPP)
- Defense Electronic Business Program Office EC Operations
- SPS
- DEBX
- Navy/Air Force Interface (NAFI)
- DAPS
- DISA WESTHEM
- DISA DECC Ogden
- DISA DECC Columbus
- DISA D6 Workflow Engineering

* = Voting member of the RCB. Represents the EDA functional users within their organization.

The DoD EDA Working Group:

2.3.1   Serves as the focal point for identifying, discussing, approving, and prioritizing new functionality or changes in functionality for the DoD EDA system.

2.3.2   Establishes standards and operating guidelines for the DoD EDA system.

2.3.3   Identifies deficiencies in the DoD EDA system through the configuration management process.

2.3.4   Assists in development of recommended solutions for inclusion of new or modified requirements in the DoD EDA system.

2.3.5   Manages the growth and development of the DoD EDA system throughout the DoD Components.

2.3.6   Provides a forum for user organizations to resolve issues affecting more than one organization.

2.3.7   Approves all system change requirements affecting current and future DoD EDA capabilities.

2.3.8   Ensures that systems analysis and effectiveness evaluations of all proposed changes are performed.

2.3.9   Ensures all proposed changes are in consonance with DoD EDA long-range plans.

2.3.10 Ensures requirements are submitted through the CM process.

2.3.11 Prioritizes requirements for commitment of available resources.

2.3.12 Supports Defense Electronic Business Program Office in achieving goal of a single integrated Electronic Document Access system.

2.3.13 Ensures entire user community is aware of all proposed changes.

**2.4	DoD EDA Configuration Control Board (DoD EDA CCB)**

The DoD EDA CCB provides for coordination of priorities, scheduling, and management of system development, testing and implementation activities of the DoD EDA Program to support the user communities. The DoD EDA system interfaces with numerous external interfacing systems. The DoD EDA CCB addresses DoD EDA system end-to-end configuration management including, but not limited to, scheduling and coordination of testing and releases for the external interfacing systems (such as NAFI, DAPS, DEBX, SPS, etc.) with the DoD EDA testing and release schedule to minimize impact on the user community. The CCB coordinates changes to the DoD EDA application with the DISA Ogden Defense Enterprise Computing Center (DECC) to minimize operational impacts. The EDA PM chairs the DoD EDA CCB.   The DoD EDA CCB members:

2.4.1	Establish development, testing and fielding priorities and schedules for the DoD EDA system.

2.4.2	Review technical evaluations of System Change Requests (SCRs) to identify any conflicts with their respective external interfacing systems.

2.4.3	Notify the CCB of any changes to the external interfacing system that they represent.

2.4.4	Coordinate testing and release schedules of the external interface systems with the DoD EDA CCB end-to-end test schedule.

2.4.5	Provide technical analysis of an SCR as related to the external interface system they represent.

2.4.6	Coordinate changes to the external interface system as a result of an approved DoD EDA SCR.

The DoD EDA CCB is comprised of the following representatives from the Military Services and Defense Agencies:

- EDA PM - Chair/Configuration Manager
- DISA D6 Electronic Workflow Engineering - EDA Software Project Manager and SCM
- Defense Electronic Business Program Office EC Operations Chief - liaison to DECCs
- Defense Electronic Business Program Office WAWF PM
- NAFI PM
- DAPS EDA PM
- DEBX PM
- SPS PM
- DCMA EDA PM
- DCMA EDW PM
- DFAS EDM PM

- DISA WESTHEM
- Defense Electronic Business Program Office WAWF PM

2.5   DISA Engineering

DISA Engineering is responsible for development, maintenance and technical support of the DoD EDA application and system. The DISA Engineering group:

2.5.1   Serves as the DoD EDA technical representative for the DoD EDA Working Group.

2.5.2   Provides technical support for evaluating DoD EDA requirements.

2.5.3   Assists the Defense Electronic Business Program Office DoD EDA PM and DoD EDA Working Group in determining cost-effective solutions for DoD EDA.

2.5.4   Develops best-fit solutions to satisfy DoD EDA requirements.

2.5.5   Performs software configuration management for the DoD EDA system including the application components, database and supporting documentation.

2.5.6   Develops standard approaches for implementing external interfaces.

2.5.7   Develops and implements the DoD EDA technical architecture. The technical architecture is one view of the DoD EDA system and includes interface protocols and other low-level details of the application and supporting components.

2.5.8   Performs performance and sizing analysis for all technical components of DoD EDA.

2.5.9   Provides technical analysis for projecting growth of DoD EDA and the need to upgrade DoD EDA architecture components.

2.5.10 Coordinates all releases with interested DoD EDA communities to ensure minimal impact on the users.

2.5.11 Coordinates development and release activities with other EB/EC programs to ensure minimal impact.

2.5.12 Assists the Defense Electronic Business Program Office DoD EDA PM and the DECCs in troubleshooting any identified deficiencies in the DoD EDA system.

2.5.13 Serves as Technical Advisor for the DoD EDA application software on the DoD EDA CCB.

2.6   DoD EDA Document Authors

Document authors are individuals or agencies within the DoD that create and generate documents. DoD EDA document authors are any activity or system that generates source documents that will be stored and/or accessed through the DoD EDA system. The document authors include the procurement, transportation, and financial areas. Document authors are responsible for submitting, authenticating and ensuring integrity of documents submitted to the DoD EDA system.

2.6.1   The DoD EDA document authors:

2.6.1.1 Develop and formalize interface agreements with the appropriate conversion service provider for each document type generated for inclusion in DoD EDA. The agreement will include document type, document content, quantity of transmission, frequency of transmission and other information needed to establish the interface.

2.6.1.2 Coordinate with DoD EDA for all changes to source documents or the source document generating systems to ensure minimal impact to users.

2.6.1.3 Ensure data integrity for documents generated within their area of control.

2.6.1.4 Verify the document index for all documents within their area of control are available within DoD EDA regardless of document server location.

2.6.1.5 Ensure compliance with appropriate Public Law, the FAR, DFARS, DoD or Component Regulations, and Policies for each document type.

2.6.1.6 Ensure security requirements are appropriate for each document type.

2.6.1.7 Define and maintain distribution and access requirements for each document type.

2.6.2   Document Submission

Documents are submitted for conversion and/or addition to the Document Servers in accordance with established procedures. The author shall submit all documents for processing within two working days of release.

2.6.3   Document Authentication

Document authors are responsible for the accuracy and authenticity of documents that are submitted and available for display within the DoD EDA. Document authors must review their DoD EDA documents for accuracy and timeliness. Any maintenance of documents is the responsibility of the document author. All transmissions must be in accordance with procedures established with the

appropriate service provider. Any problems arising as a result of the conversion process should be reported immediately to the appropriate service provider for correction.

2.6.4   Document Integrity

Document authors must ensure that only 'approved', legal documents are converted and placed on the DoD EDA system. The DoD EDA system is not intended to be the repository for legal copies of contracts. Therefore documents posted to DoD EDA do not require a handwritten, hard copy, or electronic signature. The document author must retain the applicable original 'signed' document, whether electronic or hard copy, as required by law, regulations, and activity policies. Refer to FAR 4.803(a)(26). In a 1991 Comptroller General decision, (71 Comp. Gen. 109(1991)), GAO stated that electronic technology that allows the data "to be examined in human readable form, as on a monitor, stored on electronic media, recalled from storage and reviewed in human readable form," can provide data integrity that is equal to that of a paper document. As long as internal controls are in place to ensure that:

- Digital images accurately represent the corresponding paper document,
- Any changes to an original digital image has an audit trail,
- Access to the images is limited to authorized personnel for authorized purposes, and
- Digital images are not destroyed and remain accessible until the applicable record retention period expires, then hard copy documents are not required.

Further on March 20, 1998, the DFAS Office of General Counsel affirmed that "We can find no requirement that the payment office's copy of contractual documents contain original signatures or their facsimiles." In addition, the Office of General Counsel stated "nothing in the FAR requires original, handwritten signatures on contractual documents when agencies are engaged in electronic commerce." The FAR provides, "signature or signed means the discrete, verifiable symbol of an individual which, when affixed to a writing with the knowledge and consent of the individual, indicates a present intention to authenticate the writing. This includes electronic systems" (FAR 2.101).

Since the DoD EDA electronic contract files are to be considered legal documents used in support of vendor payments by the Defense Finance and Accounting Service (DFAS) they must incorporate DFARS part 204.802.

204.802 Contract files
Official contract files shall consist of:
       (1) Only original, authenticated or conformed copies of contractual instruments-
           (i) "Authenticated copies" means copies that are shown to be genuine in one of two
              ways-
                    (A) Certification as true copy by signature of an authorized person; or
                    (B) Official seal.

(ii) "Conformed copies" means copies that are complete and accurate, including the date signed and the names and titles of the parties who signed them.

(2) Signed or official record copies of correspondence, memoranda, and other documents.

As the organization with pecuniary liability, DFAS must have documents that meet the 204.802 standard until the FAR/DFARS is changed to reflect any other standard.

2.6.5 Distribution

Each document type (i.e., GBL, voucher, contract, mod, DD1716, signature card, etc.) that is accessible through the DoD EDA has a set of access control rules that establish who is authorized to view the document type. Additionally, the document authors are responsible for defining and maintaining accurate distribution lists that may further restrict access to a particular set of documents. A primary issue for the document authors is to ensure that only unclassified documents are submitted for posting on the DoD EDA. Full security procedures are in the DoD EDA System Security Policy Manual.

2.7   Index Provider

The index provider is any activity or individual that creates or provides the information necessary to permit access to a document stored within the DoD EDA. The Index Provider:

2.7.1   Creates index data in accordance with the requirements for the document type.

2.7.2   Ensures the index data is associate with the correct document.

2.7.3   Ensures an attachment index is linked to the correct parent document.

2.7.4   Ensures index data for each document is sufficient for use within the DoD EDA.

2.7.5   Ensures that each post-award contract document within the DoD EDA has an index uniquely identified by Contract Number, Delivery Order, ACO Modification number, and PCO Modification number.

2.8 Document Conversion Service Provider

The conversion service provider is any activity that receives source information from a document author and translates it into a form and format for storage and access within the DoD EDA. The Conversion Service Provider performs necessary data conditioning or translation to prepare documents for upload to the DoD EDA. This process may include converting information from application system output files to the DoD EDA format, extracting and validating the index data fields, assigning standard bookmarks, and sending this information to the DoD EDA. The Conversion Service Provider must ensure that documents received by them are uploaded to the DoD EDA within 2 business days of receipt. The Conversion Service Provider:

2.8.1   Develops and formalize interface agreements with each document author.

2.8.2   Develops and formalizes interface agreements with the Defense Electronic Business Program Office DoD EDA PM for each document type.

2.8.3   Provides translation or conversion services for each document type they support.

2.8.4   Works with DISA Engineering to develop and formalize interface specifications for each document type.

2.8.5   Coordinates all changes that may impact a document interface with DISA Engineering and the DoD EDA CCB.

2.8.6   Assists DISA Engineering and the operational sites in troubleshooting and resolving any deficiencies in the document-input process.

2.8.7   Ensures integrity of the translated/converted information submitted to the DoD EDA.

2.9 Document Server Providers

Document Server Providers are those organizations that store documents for access through the DoD EDA by authorized users. The role of the Document Server is to store the documents for retrieval by the DoD EDA system. The DoD EDA Document Server providers are responsible for complying with all standards (e.g. Continuity of Operations Plan (COOP), security, technical). The Document Server Providers shall:

2.9.1   Provide storage for each document type in compliance with the requirements of the users and appropriate guidance, directives, and policies.

2.9.2   Ensure 24 hours per day, 7 days per week (24/7) access to documents stored within the DoD EDA.

2.9.3   Ensure only authorized users access electronic documents available within the DoD EDA.

2.9.4   Develop Contingency Recovery Plans to support the DoD EDA mission requirements.

2.10   Index Server Providers

The DoD EDA Index Server Provider is the organization that stores index fields and document addresses. DISA is responsible for the establishment and maintenance of the Index Servers used by the DoD EDA. The DoD EDA Website, security, and queries are stored on the primary DoD EDA Index Server and the back-up DoD EDA Index Server. These servers restrict access to the document servers by allowing only authorized users to access the DoD EDA. The Index Servers are deployed at both the DISA Columbus DECC and the DISA Ogden DECC. This configuration provides for back-up, COOP and rudimentary load sharing. The Index Server Provider:

2.10.1 Ensures all valid indexes are loaded in the DoD EDA.

2.10.2 Ensures logging and reporting of invalid indexes submitted to the DoD EDA (for example, duplicate indexes) and reporting to index provider.

2.10.3 Centrally manages user accounts.

2.10.4 Ensures indexes are linked to the appropriate document server location.

2.11   Help Desk

The DoD EC/EDA Customer Application Support Center (CASC) Help Desk responsibility is currently performed by the DISA Ogden DECC. Details of the DoD EC/EDA CASC Help Desk operational procedures are contained within the DoD EDA Customer Service Guidelines. The Help Desk can be contacted using the following methods:

- The first line immediate help desk will go to the Ogden DISA DECC (DSN 777-3282 or (800) 392-1798) Option 8.
- Non-immediate requests for assistance, changes, or information will be referred to Ogden DECC via email to cscassig@ogden.disa.mil.

2.11.1 The DoD EDA Help Desk assists DoD EDA users in resolving trouble areas associated with the DoD EDA system.

2.11.2 The DoD EDA Help Desk initiates Trouble Tickets (TT) for DoD EDA issues.

2.11.3 The DoD EDA Help Desk allocates TTs to the appropriate organization for resolution based on details of the TT and rules of assignment identified in their operating procedures.

2.11.4 The DoD EDA Help Desk submits TTs to DISA Engineering for resolution when the issue cannot be resolved by normal help desk procedures.

2.12 The DoD EDA User

The user community consists of DoD personnel and vendors authorized access to the DoD EDA for the purpose of viewing stored documents needed to carryout their official duties. Current browser requirements can be found on the DoD EDA Web site at http://www.eda.ogden.disa.mil. Government activities and vendor organizations are responsible for identifying individuals who require access to the DoD EDA. Only persons who have a valid need to access the DoD EDA will be provided with an account. Government activities and vendor organizations must ensure users are properly trained on the use of the DoD EDA. See the DoD EDA User's Guide at http://eda.ogden.disa.mil.

3 Business Rules for the DoD Electronic Document Access (DoD EDA) System

This section defines the high-level business requirements for the DoD EDA.

3.1 Purpose

The purpose of these high-level requirements is to establish the operational foundation for how the program and its supporting system will function. The business rules:

3.1.1 Establish policy and assigns responsibilities for the direction, management and coordination of activities supporting the DoD Electronic Document Access (DoD EDA) System.

3.1.2 Establish guidance for developing formalized agreements between Agencies and Activities supporting the DoD EDA system.

3.1.3 Establish underlying guidance, directives, operating procedures and parameters, security and access rules, and other information necessary to operate the DoD EDA as a mission critical application.

3.1.4 Direct incorporation of "best business practices" within the DoD EDA to garner efficiency, and to promote operational effectiveness by reducing paper-based, manual processes.

3.1.5 Direct implementation of global data sharing, appropriate security measures and integration of cross-functional business processes between the DoD and commercial users of the DoD EDA system.

3.1.6 Direct planning, developing and implementing of the DoD EDA system from a DoD-wide perspective to provide an integrated and uniform approach.

3.1.7 Direct developing and adhering to a DoD EDA system architecture (including operational, systems and technical views) in compliance with DoD Information Technology architectures and frameworks. The DoD EDA program will:

3.1.7.1 Implement flexible, interoperable, open solutions that allow and foster the use of new or competing technology solutions to the maximum extent practical.

3.1.7.2 Cooperate with other DoD Departments and Agencies to develop and implement an operational architecture in support of the Department-wide EB/EC program.

3.1.7.3 Cooperate with other Federal Government Departments and Agencies to develop and implement an operational architecture in support of the Government-wide EB/EC program.

3.1.7.4 Use commercial EB/EC standards and commercial-off-the-shelf (COTS) solutions to the maximum extent practical.

3.2   DoD EDA Security

Directs implementing DoD EDA security solutions that will afford data security based upon user and statutory requirements while sustaining or improving the current processes. The DoD EDA program will:

3.2.1   Utilize end-to-end standards-based solutions for security that are compatible and interoperable with publicly available security solutions.

3.2.2   Ensure transaction confidentiality is maintained, audit trails are established commensurate with business needs and currently accepted practices and system resources are protected from disruption or exploitation.

3.2.3   Ensure that EB/EC information is exchanged, processed, stored, manipulated, and disseminated with the assurance that it is not being exploited, modified, or disrupted.

3.2.4   Protect intellectual property rights; provide for data integrity and privacy rights, and foster interoperability.

3.3   DoD EDA Integration

The DoD EDA system is a large document repository that receives input from multiple sources and is accessed by users in the Military Services and several Defense Agencies. The DoD EDA system operates within two of the Defense Enterprise Computing Centers (DECC) and has system-level interfaces with several other Automated Information Systems (AIS) and multiple support activities. Details of the agreements the Defense Electronic Business Program Office has with other DoD activities are specified in the individual Memorandum of Agreement or Memorandum of Understanding that are in-place between the responsible organizations. The DoD EDA integration effort:

3.3.1   Directs application of DoD-wide EB/EC processes to achieve integration within and among the DoD Components and the private sector.

3.3.2   Directs the use of formalized agreements between DoD Components to establish and stabilize interfaces.

4 High-Level DoD EDA System Requirements

The DoD EDA system provides electronic access to contracts and modifications, payment vouchers, Government Bills of Lading (GBL) and other documents used to support the business needs of the DoD. The information stored and accessible through DoD EDA is used to verify acquisition actions, financial transactions, and logistics activities such as movement of supplies and personnel. The DoD EDA system also supports reconciliation of financial obligations of the DoD.

The DoD EDA is designated a mission critical, business system because of its role in supporting the business operations of the DoD. The mission critical designation and global operations of the DoD require the DoD EDA system to be highly available, reliable, and accessible from any DoD operating location. The following rules are required to support the business critical needs of the DoD Components:

4.1 DoD EDA Infrastructure Requirements

4.1.1   All scheduled DoD EDA system downtime must be coordinated with the operating locations and functional user representatives.

4.1.2   DOD EDA system components shall utilize the DoD NIPRNet communications infrastructure, unless a waiver has been authorized in accordance with OSD Memorandum dated August 22, 1999, Subject: Increasing the Security Posture of the Unclassified but Sensitive Internet Protocol Router Network (NIPRNet).

4.1.3   Utilize the existing network capabilities within the Defense Enterprise Computing Centers (DECC); does not apply to remote document servers.

4.1.4   Be accessible using the Internet.

4.1.5   Incorporate multiple operating locations to provide system redundancy.

4.1.6   Be available 24 hours per day, 7 days per week (24/7), including the index and document servers, to support the business needs of the user.

4.1.7   Support increased throughput during peak processing times or as business needs dictate.

4.1.8   Provide an automated capability to notify authorized users that contract files are available.

4.1.9   Provide near-term, mid-term, and long-term storage and access to documents to meet user, Public Law, FAR and DFARS requirements.

4.1.10 Accept input from automated sources as defined in the formalized system level
agreements (MOU).

4.1.11 Accept input from manual sources (i.e., DAPS and attachments).

4.1.12 Sustain a rejection rate for documents and information less than five percent of the daily
workload. Not meeting the following constitutes a reason for rejection:

4.1.12.1 Each document must have at least one index.

4.1.12.2 Each index must match the data in the document.

4.1.12.3 Key index data values must not contain a null field.

4.1.12.4 Key index data values must be valid for the document.

4.1.12.5 Required fields must not contain empty values.

4.1.12.6 Attachments must be linked to a parent document.

4.1.13 Support a capability for performance monitoring and tuning.

4.1.14 Provide access to documents that are in PDF, TIF and other document formats.

4.1.15 Provide a capability to synchronize information between the operational sites at least
every 24 hours.

4.2   DoD EDA Security Requirements

The DoD EDA is a Sensitive But Unclassified (SBU) system. The information contained within
the system is designated For Official Use Only (FOUO) with additional caveats for Privacy Act
information. The DoD EDA system will:

4.2.1   Comply with the security requirements appropriate to the sensitivity of the information
contained in the DoD EDA system, as defined in DoD Standard 5200.28-STD, DoD
Trusted Computer System Evaluation Criteria.

4.2.2   Capture audit information for all system access as defined in the security policy and
security CONOP.

4.2.3   Provide a capability to authenticate each user that accesses the system.

4.2.4   Protect the information and documents within the system at a level appropriate to the sensitivity of the information.

4.2.5   Control access to information based on an approved role for each user.

4.2.6   Protect information during transmission.

4.2.7   Limit access to electronic documents by document type.

4.2.8   Require User Login passwords in compliance with the "strong password" conventions established by DISA.

4.2.9   Require User Login passwords to be changed in accordance with DoD Security Policy.

4.2.10 The DoD EDA system shall accept PKI certificates in lieu of User ID and passwords.

4.3   DoD EDA User Requirements

This section discusses high-level requirements to support the functional users of the DoD EDA system. Software requirements for the DoD EDA Application are specified through the Software Change Request (SCR) process and detailed in the DoD EDA System Requirements Specification maintained by the DISA EDA Engineering Office. The DoD EDA System shall:

4.3.1   Provide a user interface that is developed in accordance with DoD and DISA guidelines for developing web-based application interfaces.

4.3.2   Support use of User Defined Formats for documents such as those received from the Standard Procurement System (SPS).

4.3.3   Receive, store and provide access to graphic images of documents.

4.3.4   Support a capability to inform specified users of new documents available within the system.

4.3.5   Provide a permissions-based role to retrieve metric information regarding documents accessible within the DoD EDA system.

4.3.6   Provide a capability to download information to the client computer.

4.3.7   Support a capability to organize information and documents into a structure that is efficient for the users through the use of a Query By Example capability.

4.3.8   Provide a capability to perform searches tailored for each document type accessible through the DoD EDA system.

4.3.9   Provide error handling and recovery capabilities that support the user.

4.3.10 Provide a process for a user to register and use the DoD EDA system.

4.3.11 Permit a user to update and maintain user registration information.

4.3.12 Provide controlled access to industry users.

4.3.13 Provide controlled access to government users.

4.4   DoD EDA Metrics Requirements

This section contains high-level metrics requirements that permit monitoring and managing the operation of the DoD EDA system. The DoD EDA Metrics capability provides data that depicts system usage and access by the CINCS/Services/Agencies (C/S/A). The DoD EDA system shall provide a permissions-based role for:

4.4.1   Local status reporting.

4.4.2   Enterprise status reporting.

4.4.3   Viewing metrics reports.